

DEPARTMENT OF GENERAL SERVICES  
Hall of Records Commission  
Records Management Division  
7275 WATERLOO RD., P.O. Box 275  
JESSUP, MD 20794-0275

D.C. Cert. 3-4-F-1-12

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

District Court of Maryland Queen Anne's January 1, 2012

Lynda Justice, County Clerk

COURT

COUNTY

DATE

CUSTODIAN OF RECORDS AT TIME OF DESTRUCTION

Series No.	Description of Records Include Title and/or Form Number	Authorization		Inclusive Dates of Records Destroyed	Volume (Cubic Feet)	Date of Destruction	Method of Destruction (Recycle, shred, landfill, etc.)
		Retention Sched. No.	Item No.				
	ACCOUNTING RECORDS	2219		2008			
	Certificates of Deposit	V	1 c		5	2/22/12	Shredded
	Closed Transcript Records		1 c		1		
	Closed Deferred Payment Records		1 c		1.5		
	Commissioner Daily Transmittals		1 c		1.5		
	Court Fund Receipts and Ledger Cards		1 c		2		
	Satisfied Bad Checks		1 c		.5		
	Purchase Orders & Receiving Reports		3		1		
	Statistical Report		1 c		1		
	Auditors Receipt Copies		1 c		.5		
	Refund Request Forms		1 c		1		
	Petty Cash Reimbursements		1 c		.5		
	Cash Register Back-up Diskettes		1c		1		

Destruction Approved by Hall of Records Commission

Destruction Certification

1/25/2012  
Date
  
State Archivist

  
Signature of Court Official

 County Clerk 2/22/12  
Title Date

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	CIVIL					2/22/12	Shredded
	Civil Cases Closed (stripped material only)	2219 II	2	2008	16		
	Landlord/Tenant Cases	2219 II	2	2008	1		
	Summary Ejectment Money Judgments	2219 II	2, 3	1999	1		
	Domestic Violence Cases (stripped material only)	2219 III	2	1999	1		
	Emergency Evaluations (stripped material only)	2219 III	2	1999	1		
	Management Reports	2219 I	1d	2008	1		

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	CRIMINAL						
	CRIMINAL CLOSED (Stripped material only)	2219 IV	2 a, b, c, f	2008	22	2/22/12	Shredded
	NATURAL RESOURCE CLOSED (Stripped material only)	2219 IV	1)	2008	2		
	CIVIL CITATIONS CLOSED (Stripped material only)	2219 IV	1)	2008	1		
	MANAGEMENT REPORTS	2219 I	1d	2008	1		

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	EXPUNGED CRIMINAL CASES  <i>*To be shredded</i>	2219 Sec IV	2 d&e	2008	1	2/22/12	Shredded ↓

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1/25/2012

Date

Edward C. Longman

State Archivist

Lynda Justice

Signature of Court Official

County Clerk

Title

2/22/12

Date

DEPARTMENT OF GENERAL SERVICES  
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7275 WATERLOO RD., P.O. Box 275  
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		Retention Sched. No.	Item No.				
	CourtSmart DVD's	2219		2008	1	2/22/12	Shredded ↓
		II	2				
	CourtSmart Tag Reports & Logsheets	III	3	2008	1	↓	
		IV	2 a,b				
	Electronic Recordings for the period of February 4 - 8, 2008 will be retained permanently for archival purposes.						

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1/25/2012  
Date*Edward C. Thompson*  
State Archivist*Lynda Justice*  
Signature of Court Official*County Clerk* 2/22/12  
Title Date

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	TRAFFIC						
	TRANSMITTALS	2219 IV	2 a&b	2008	1	2/22/12	Shredded
	MISCELLANEOUS CORRESPONDENCE			2008	3		
	BATCH ENVELOPES			2008	8		
	CLOSED TRAFFIC FILES			2008	10		
	CLOSED NONMATS CITATIONS			2008	1		
	CLOSED CITIZEN ARRESTS			2008	1		
	CLOSED PARKING CITATION			2008	1		
	MANAGEMENT REPORTS	2219 I	1d	2008	1		

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*Edward C. Loper*  
State Archivist

*Lynda Justice*  
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County Clerk 2/22/12  
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